



Date: August 27, 2019

Title of Procedures:

Smoke Free Environment

Procedures (check one): New Revised Reformatted

Applies to (check all that apply):

Faculty Staff Students

Division/Department: College

Topic/Issue:

Revisions and update to Smoke-Free Environment Procedure

Background to Issue/Rationale for Procedure:

The purpose of this procedure is to ensure compliance with the college's Tobacco-Free policy. Tobacco-free policies are becoming standard to foster a healthy environment in businesses, colleges, and municipalities. BCCC is ensuring a healthier campus environment for all by eliminating all smoking and tobacco use on campus.

Many employers have begun enacting smoke-free hiring policies and can refuse employment to those who smoke. As an institution of higher learning, it is important to prepare our students for the workforce by encouraging healthy habits that will benefit them for future employment.

In a recent survey distributed to the BCCC community which encompassed students, faculty, staff, and visitors, 90% of respondents reported supporting BCCC becoming a tobacco free campus.

State/Federal Regulatory Requirements (cite if applicable):

(For procedures, cite appropriate approved College Policy addressed)

EXECUTIVE ORDER 01.01.1992.20 Executive Agency Policy on Smoking. A. Smoking Policy. To provide a healthful environment in buildings and vehicles occupied by State of Maryland agencies and employees, all employees, clients, and visitors are expected to comply with the following:1) Smoking Prohibited. Except as provided in §A(3)a) smoking or carrying any lighted tobacco product is prohibited in all State buildings and facilities, in all space leased or rented by the State.

These procedures address the BCCC Smoke Free Environment Policy.

Procedural Language:

Smoking is prohibited on all College property, whether leased or owned. This includes the use of cigarettes, e-cigarettes, cigarillos, chewing tobacco, snus, vaping, pipes, hookah, cigars, and other forms of tobacco or tobacco substitutes. Also, any item simulating these products and smoking related products that may be developed in the future are prohibited. Smoking/tobacco cessation products such as nicotine patches, gum, and similar products or physician-prescribed medications are not restricted by this policy. The BCCC campus property includes all offices, classrooms, hallways, restrooms, meeting rooms, community areas, and performance venues. Smoking and the use of tobacco products shall also be prohibited outdoors on all BCCC campus property, owned or leased, including, but not limited to, parking lots, paths, fields, and sports/recreational areas, as well as in all personal vehicles while on campus.

Public Safety enforces this policy with disciplinary. If students, faculty, or staff are found to be smoking on campus, public safety will use the following chart to address the issue.

Students/Faculty/Staff	
First occurrence	Verbal Warning enforced by Public Safety
Second occurrence	Written Warning enforced by Public Safety
Third occurrence	First Citation issued by Public Safety. Disciplinary action: Students - Judicial Affairs Staff/Faculty- through Human Resources and supervisor
Fourth occurrence	Second Citation issued by Public Safety. Additional disciplinary action: Students – through Judicial Affairs upon recommendation of the IMAC committee probation or suspension

	Staff/Faculty – through Human Resources one day suspension without pay
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Citations will be issued in the form of a \$25 ticket from Public Safety. They will report violators to Judicial Affairs, Student Accounting, and the Office of Human resources on a bi-monthly basis.

Students receiving citations will be reported to Judicial Affairs and Student Accounting. Judicial affairs will treat this as a violation of the Student Code of Conduct and will follow the normal procedures already in place including an IMAC hearing and restorative justice. Student Accounting will put a stop in the registration codes preventing the student to register, obtain transcripts, get their diploma, etc. until the citation is paid as is customary with similar campus fines. Once a second citation is issued, Judicial Affairs upon recommendation of the IMAC committee, may place the student on probation or suspension.

Faculty and staff receiving citations will be reported to the Office of Human Resources. If the fine is not paid, payroll will hold the citation money from the employee's pay check. Disciplinary actions will include actions with performance steps. A second citation will result in a one day suspension without pay. More citations can result in discharge/termination for violating a campus policy as stated in the employee handbook.

Any visitor who attends BCCC will, at the second warning, be escorted off campus and may ultimately be arrested for trespassing if violations continue.

Money generated from citations will be funneled into wellness programing to promote healthy lifestyles.

Defined Terms:

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

“Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Procedure.

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by means including but not limited to inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Proposed Implementation Date: January 1, 2020

Approved by the Board of Trustees: Sept. 18, 2019

Originator/Division: Student Affairs, Student Support and Wellness Services